PERSONAL PROTECTIVE EQUIPMENT POLICY FOR 2026/2027 FY

APPROVED BY:

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DATE: 22/06/2026

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1. BACKGROUND

a) Employers are required in terms of the Occupational Health and Safety Act, 85 of 1993 to create an environment that is hazard free, healthy and safe for employees to work in.

b) In terms of the same Act, employers have a responsibility to conduct risk assessments and capture the findings on a matrix and manage them accordingly for the welfare of the employees.

c) It is for that reason that Mbhashe Local Municipality provides Personal Protective Equipment (PPE) for its employees with the view to creating a safe and healthy working environment.

2. PURPOSE

a) To ensure that all employees who are entitled to PPE, are provided with such and that such PPE is compliant in terms of Occupational Health and Safety Act.

b) To ensure that employees perform their duties in a safe and healthy environment that is free from risks and health hazards.

c) To prescribe what Personal Protective Equipment (PPE) should be worn and utilised, when, where and how in terms of the inherent requirements of the job.

d) To comply with the Risk Assessment and ensure that it is always updated if there are emergency needs.

e) To create a sense of identity within the Municipality.

3. DEFINITIONS

a) Danger means: Anything that may cause injury to persons or damage to property.

b) Hazard means: A source of or exposure to danger.

c) Job means : A combination of different tasks.

d) Employer means: A person designated as the employer in terms of the Occupational Health and Safety Act.

e) Operating means: Means switching, linking, safety testing and earthing.

f) Ris means k: The probability that injury or damage will occur.

g) Risk assessment means: An assessment of the probability that injury or damage will occur.

h) Task means: A single execution of a certain act.

i) PPE means: Personal Protective Equipment.

j) OHS Act means: The Occupational Health and Safety Act, Act 85 of 1993.

k) SABS means: South African Bureau of Standards

l) SHE Rep means: Safety Health Environment Representative
m) OHS Officer means: Occupational Health and Safety Officer
n) COIDA means: Compensation for Occupational injuries and Diseases Act

Personal Protective Equipment: Specialized Clothing or equipment worn by employees for protection against health and safety hazards. Personal Protective Equipment is designed to protect many parts of the body, i.e. eyes, head, face, hands, feet and ears.

4. APPLICATION AND SCOPE

This policy is applicable to all employees, interns and EPWP.

5. LEGISLATIVE FRAMEWORK

a) The Constitution of South Africa 108 of 1996 as amended;
b) The Basic Conditions of Employment Act 75 of 1997 as amended;
c) The Labour Relations Act 65 of 1995 as amended;
d) The Occupational Health and Safety Act, 85 of 1993 and Regulations as amended;
e) Compensation for Occupational Injuries and Diseases Act 130/1993 as amended;
f) South African Bureau of Standards Act 29 of 1993 as amended.

6. POLICY PROCEDURE

GENERAL DUTIES OF THE EMPLOYER

a) The municipality will first assess or evaluate the risks and document the risks attached to all work being done.
b) Reduce the risks in the workplace.
c) The municipality will provide protective equipment to minimize exposure of employees to hazards.
d) The municipality will always enforce the use of protective equipment.
e) The Municipality shall identify employees who qualify to wear protective equipment.
f) The municipality shall ensure that no employee is allowed to work without the correct personal protective equipment and/or uniform.

GENERAL DUTIES OF EMPLOYEES

a) Employees must be aware of and understand all hazards and risks associated with their job and work areas.
b) Co-operate with the employer to ensure that the requirements as set out in the OHS ACT and Regulations are fulfilled and comply with the PPE Policy
c) Properly care for, clean, maintain, and inspect PPE as required
d) Use PPE for work purposes only. Such PPE is prohibited from being used for private purposes
e) Properly wear PPE at all times when provided
f) Attend required training sessions.
g) Inform the supervisor of the need to repair or replace PPE.
h) Employees who disregard and do not follow PPE policies and rules will face disciplinary action.

DUTIES OF SUPERVISORS

a) Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area.
b) This involves providing appropriate PPE and making it available to employees
c) Ensuring that employees are trained in the proper use, care, and cleaning of PPE.
d) Ensuring that employees properly use and maintain their PPE, and follow PPE policies and rules
e) Notifying management and the Safety person when new hazards are introduced or when processes are added or changed
f) Ensuring that defective or damaged PPE is immediately disposed of and replaced.

PROCESS TO PURCHASE PERSONAL PROTECTIVE EQUIPMENT

a) The budget for PPE shall rest with the respective department. As such each department will be responsible for the allocation and issuing of PPE.
b) A survey of each task will be conducted by the OHS Unit, and the minimum required Personal Protective Equipment will be determined.
c) The outcome of the survey will result in the formulation of a matrix which documents the various job categories and the PPE associated and required by and for the respective job.
d) All PPE purchased shall be in accordance with the SABS approved quality standards, SANS standards, the ISO 9000 Quality Management series and Municipal Specifications on PPE.

e) Departments shall submit their Personal Protective Equipment needs to the designated official, who shall prepare and consolidate a specification for procurement.
f) The PPE procurement shall be on annual basis based on needs and budgetary provisions.
g) Gender-specific requirements shall be taken into consideration when conducting any PPE needs assessment and when purchasing the required items, provided that the PPE requirements in terms of the inherent requirements of the job, are not compromised

ISSUING OF PERSONAL PROTECTIVE EQUIPMENT

a) PPE shall be issued in accordance with the PPE matrix compiled by the OHS Unit, OHS Committee and responsible manager
b) A maximum of two items per type of PPE, shall be issued to employees who are expected to use PPE on a daily basis as per the PPE list identified for the respective jobs.
c) A record shall be kept by the respective department of the issue of all PPE and other specialized equipment, to its employees.
d) No employee will be allowed to work without the correct personal protective equipment.
e) The Municipality will not be responsible for the laundry, maintenance and care of an employee's PPE.
f) PPE provided to employees must be kept clean at all times.

BRANDING OF PPE

a) All overalls and any other items must be inclusive of Mbhashe Local Municipality branding to distinguish the Municipal Employees form ordinary citizens.
b) All branding on overalls must be specific, and include the following distinction:
c) Font, size, colour and formation must be the same;
d) There must be a clear identification on the front left-hand side.
e) The communications unit will determine the specifications of the branding

TRAINING

a) Any employee required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining

will be offered to PPE users as needed, by respective supervisors, who will maintain records thereof.

b) The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

CLEANING AND MAINTENANCE OF PPE

a) It is important that all PPE be kept clean and properly maintained.

b) Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

c) Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use

d) Supervisors are responsible for ensuring that employees properly maintain their PPE in good condition.

e) Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

f) Defective or damaged PPE due to wear and tear will not be used and will be immediately discarded and replaced.

g) No employee shall sell or use the items in his/her private time or private use.

OWNERSHIP

a) All issues items remain the property of the Council during that cycle.

b) All employees shall be made to sign and confirm recipient of all issued items.

7. IMPLEMENTATION

The policy shall be effective from 01st July 2026.

8. REVIEWAL

The policy shall be reviewed on an annual basis.